# CatalogXpress<sup>TM</sup> Service for the Web Tip Sheet

Select better products and components, find alternate suppliers, and locate possible strategic partners! CatalogXpress gives access to catalogs and manufacturer/sales office listings from over 16,000 prime industrial suppliers. Directory listings from Harris InfoSource help you locate small/local vendors. Information on 10,000 GSA contractors (including complete catalogs from over half of these!), Federal Supply Schedules, and GSA-related publications are also provided.

To Start

Select your Desktop login link
 OR

Go to http://www.ihserc.com, click the Login button, enter your user name and password, and click the Submit button.

2. Click CatalogXpress.

To Exit Click the Logout button on the product banner.

For Help

Click the Help button on the top menu bar. For additional assistance, call IHS Customer Support: 1-800-447-3352.

# 1. Search Page

Click the red tabs near the top of the page to choose the portion of the database you wish to search:

### **Catalog Search**

Search the full text of catalogs, Federal Supply Schedules, related publications, and Harris InfoSource directory data.



- a Be specific. Describe the item you need. You can also enter SINs or FSCs to locate GSA data. CatalogXpress finds pages containing any of your Keywords, but pages containing all of the Keywords will appear at the top of your results list.
- **(b)** Type a part number, model number, industry standard, Mil Spec, NSN, NIIN, diagram or drawing number, or NATO number.
- Type a manufacturer/contractor name. CatalogXpress finds suppliers having all of the words you enter in their names. It also checks former names. You can also enter a contract or schedule number, or the title of a GSA-related publication in this field.
- d Click Category to display your results by subject or industry. Click Manufacturer to display results across all categories, sorted by manufacturer.
- © Click to go to the IHS Parts Center where you can find additional information, request quotes, and research government bids. If a number is entered in the Part Number field when you click this button, the number is automatically searched in the Parts Center database.

#### Manufacturer Search

Search the full text of manufacturer/sales office listings.



(a) Enter information, such as the supplier's:

Address Phone or Fax Number
City SIC or NAICS Code
State CAGE Code
ZIP or Postal Code Business Classifications
Country D-U-N-S® or CEC Number

Federal ID Number

- (b) Type a manufacturer/contractor name. CatalogXpress finds suppliers having *all* of the words you enter in their names. It also checks former names. You can also enter a contract or schedule number, or the title of a GSA-related publication in this field.
- © You can choose to search only commercial suppliers, only GSA data, or the entire database.
- (1) If you subscribe to the Preferred Supplier option, select Yes to search only your Preferred Suppliers, or No to search the entire database. Click the Preferred Suppliers link to view a list of your preferred suppliers. Click the Update PS List button to change your list (if authorized) or to suggest additions to the authorized person. After updating the list, click the Load Changes button to put the changes into effect immediately.



## 2. Manufacturer List

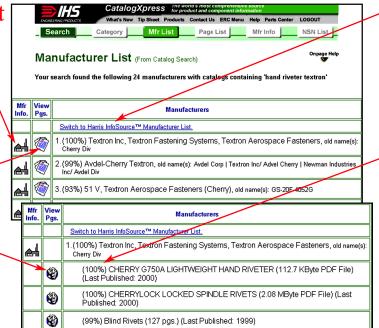
Click the Mfr Info icons to view addresses, phone and fax numbers, sales office listings, Web site links, and more. (See the last page of this Tip Sheet for an example.)

Click the View Pgs icon to see a list of the catalogs that match your search criteria.

We clicked Textron's View Pgs icon. Here are the catalogs that contain our search criteria.

Click the icon next to the catalog title to view the catalog.

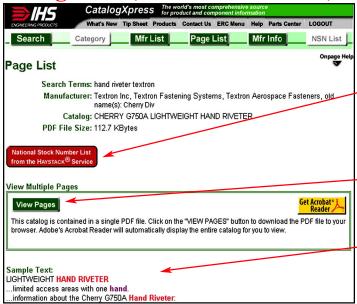
Notice that the file size and publishing dates are given.



Suppliers matching your search criteria were found in Harris InfoSource. You will often find small and local suppliers here.

The manufacturers and the individual catalogs are sorted by their relevancy rankings. Weighting factors mimic the typical human selection process so the best matches are listed first. 100% virtually guarantees you will find the needed information.

# 3. Page List (PDF Normal Format)



....miormation about the Cherry 6736A Halla Niveter.



If the catalog you have chosen is in PDF Normal format, you will retrieve a Page List screen similar to the one on the left.

Click this button to view a list of the National Stock Numbers (NSNs) mentioned in this catalog, and then retrieve information from the Federal Supply Catalog (FLIS and CAGE). (See the last page of this Tip Sheet for more information.)

Click the View Pages button to view this catalog. CatalogXpress displays it using the free Adobe Acrobat<sup>®</sup> Reader.

To help you decide if this is the catalog you need, the catalog text adjoining your search criteria is reproduced here. It is formatted like the original page—if the original page is in columns, this text is also in columns. Your search terms are highlighted in **red**.

Now you can use the functions of the Adobe Acrobat Reader to view, manipulate and print the pages.

Your search terms are highlighted. Click the last icon on the toolbar to move to the next occurrence of your search terms.

You can highlight and copy any catalog text and then paste it into your word processed documents.

# **Page List (PDF Image Format)**

Some of the catalog pages in CatalogXpress are in PDF *Normal* format (as illustrated in the preceding example), others are in PDF *Image* format. On the Page List screen PDF Normal catalogs are indicated by the words *PDF File* following the catalog title. PDF Images do not have this distinction. Below is an example of a PDF Image listing.



This is a listing for a GSA contractor. Notice that it includes the schedule and contract numbers. The number of catalog pages is also listed.

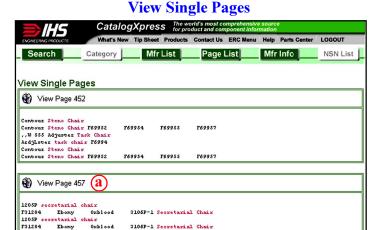
### There are two ways to view the actual catalog pages, View Multiple Pages and View Single Pages:

### **View Multiple Pages**



**View Multiple Pages** gives you access to <u>all</u> of the pages in the catalog. You can download up to 50 pages at a time. Simply:

- (a) Enter the page numbers you want.
- (b) Click the View Pages button.



View Single Pages gives you access to the pages that best <u>match your search criteria</u>. The catalog text adjoining your search criteria is reproduced here, formatted like the original page—if the original page is in columns, this text is also in columns. Your search terms are highlighted—the best matches are bright red. Notice that even though we searched using the words secretarial chair, the CatalogXpress thesaurus also found pages with the words steno chair and task chair.

(a) Click the View Pages icon to see the catalog page.



These PDF pages are displayed using the Adobe Acrobat Reader. However, because these pages are not in the PDF *Normal* format, your search terms are not highlighted. The pages are black and white.

## **NSN Information**

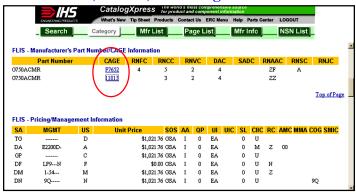
If you purchased the CatalogXpress Preferred Suppliers option, catalogs that reference NSNs (National Stock Numbers) are linked to Federal Supply Catalog information regarding those NSNs. This data is extracted from the Haystack® Service and includes information on government stocking and requisition, pricing, alternate suppliers, technical characteristics, and more.

Click the red NSN List button on the Page List screen to view a list of the NSNs referenced in the catalog.

#### Example:

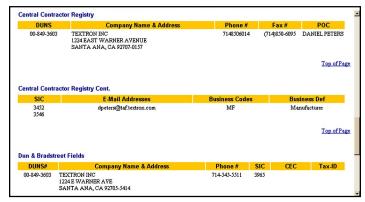
National Stock Numbers			Onpage Help
<u>5120-01-432-6190</u> <u>5120-01-432-9361</u>	5130-01-393-2925	5130-01-393-2926	

### Part Number, CAGE, & Pricing Information



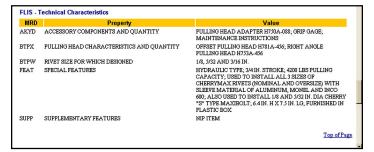
Click the CAGE (Commercial And Government Entity) code links to view information on alternate sources and additional contact information from the CAGE database, Dun & Bradstreet, and the Central Contractor Registry.

#### **Additional Contact Information**



This data includes additional phone and fax numbers, e-mail and Web addresses, a point of contact, and more.

#### **Technical Characteristics**



Cataloged Technical Characteristics help you verify that this is the exact item you need.

For more information on the HAYSTACK Parts and Logistics Service, or to register for a free trial password, see our Web site (http://www.ihs.com/haystack).

# **Manufacturer's Information**



On most CatalogXpress screens, you can click the Mfr Info icon (or the Mfr Info button on the top button bar) to view contact information and other data regarding the supplier. The example above contains information on a GSA contractor. Notice the contract number, CAGE code, business classifications, Federal ID, and the expiration date of the GSA contract. Many of the Manufacturer's Information screens also include a complete list of sales office locations.

#### **Information Handling Services**

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800-447-3352 (USA/Canada) +1-303-397-2295 (International) For more information view our demo:

www.ihs.com/catalogxpress

